1891

By-Laws.

ADAMS MEMORIAL LIBRARY,

WHEATON,

ILLINOIS.

By-Laws AND Library Rules.

1891.

WHEATON ILLINOIAN STEAM POWER PRINT.

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By-Laws AND Library Rules.

1891.

Charter.

STATE OF ILLINOIS, } ss.
DuPAGE COUNTY, }

To Hon. Isaac N. Pearson, Secretary of State:

We, the undersigned, James S. Peironnet, Mary Drummond, Katharine S. Adams, William Nunn, Noah E. Gary, Edward Hammett, Elliot Whipple, William A. Shearson, and John Quincy Adams, citizens of the United States, propose to form a corporation, not for pecuniary profit, under an Act of the General Assembly of the State of Illinois, entitled "An Act concerning Corporations," approved April 18th, 1872, and all Acts amendatory thereof; and that for the purpose of such organization, we hereby state as follows, to-wit:

1. The name of such corporation shall be

"ADAMS MEMORIAL LIBRARY."

2. The object for which it is formed is to provide a free library for the use of the citizens of the City of Wheaton, DuPage County, Illinois, and such other persons as the Board of Trustees or the By-Laws of said corporation may designate, upon such terms, conditions and restrictions, as either or both of said classes, as may be provided by the Board of Trustees of said Corporation, or in the By-Laws of said Corporation; also to purchase and provide books,

papers, periodicals, and such other reading matter as may be thought proper by said Trustees for the purpose of said Library; to make by-laws, rules and regulations for the government of said Corporation and the persons using said Library; also to do all other acts and things which may be incident to the objects of said Corporation as above stated.

3. The members of this Corporation shall be of two kinds: Corporate and Honorary. The Corporate Members shall consist of the Trustees of the Corporation, who shall be nine in number, and shall consist of those who have subscribed their names hereto, viz: James S. Peironnet, Mary Drummond, Katharine S. Adams, William Nunn, Noah E. Gary, Edward Hammett, Elliott Whipple, William A. Shearson and John Quincy Adams, who are hereby selected as the Trustees of this Corporation, to manage and control its affairs during the first year of its existence, and until their successors are chosen, in the manner hereinafter set forth; provided, however, that no person shall be eligible as Trustee of this Corporation unless he is a citizen of said City of Wheaton; and provided, further, that there shall at no time be more than three Trustees of any one religious denomination as members of said Board, except that there may be at any one time four Trustees of the Congregational denomination. Each of said Trustees and his successors shall hold his office until his death, resignation, expulsion, permanent inability to act, or permanent removal from said City of Wheaton. Any Trustee may be removed or expelled from the office of Trustee, and the existence of a vacancy in the Board of Trustees may be determined by the concurrent vote of six members of the Board at any regular meeting: Provided, that in either case notice of such proposed action shall be given at a previous regular meeting of the Board. The Honorary members of this Corporation shall consist of such persons as shall from time to time be elected to that position by a two-thirds vote of the Board of Trustees at a regular meeting of the Board, and shall continue to be such member until their names are dropped from the roll by like vote of said Board. Honorary members may attend, but shall not at any time participate in any meeting of the Board of Trustees without the consent of the Board and they shall not have the right to vote upon any question before the Board.

4. Any vacancy in the Board of Trustees shall be filled within sixty days from the time such vacancy occurs, by an election which shall be by ballot at a meeting called for that purpose, written notice of which shall be given to each member of the Board at least two weeks previous to the time of such meeting; such notice to be mailed to his last known place of residence. Six votes shall be necessary to elect any person as Trustee.

5. The Board of Trustees shall elect from their own number, annually, a President, Vice-President, Secretary, Treasurer, and Librarian; and said officers shall constitute an Executive Com-

mittee for the transaction of the business of said corporation, subject to the direction of said Board of Trustees.

6. The Board of Trustees shall make and adopt such by-laws, rules and regulations, not inconsistent with these Articles of Association, as they may deem expedient and necessary, and shall provide therein for the holding of regular and special meetings of the Board and for the annual election of officers and may from time to time change and revise such by-laws, rules and regulations in accordance with the provisions hereof.

7. The by-laws, rules and regulations of said Corporation may be altered, abrogated or amended by the concurrent vote of six members of the Board of Trustees at any regular meeting thereof; but no such alteration, abrogation or amendment shall be made which shall change the object of this Corporation as herein declared; nor unless such proposed alteration, abrogation or amendment shall have been submitted in writing at a previous regular meeting of the Board.

8. Neither the Trustees nor the Honorary members of said Corporation shall receive any pecuniary compensation for their services, or for the performance of any duty devolving upon them, or either of them, either as members or officers of said Corporation.

9. The location of said Corporation shall be in the City of Wheaton, in the County of DuPage and State of Illinois.

JAMES S. PEIRONNET,
MARY DRUMMOND,
KATHARINE S. ADAMS,
WILLIAM NUNN,
NOAH E. GARY,
EDWARD HAMMETT,
ELLIOT WHIPPLE,
WILLIAM A. SHEARSON,
JOHN QUINCY ADAMS.

STATE OF ILLINOIS, }
DUPAGE COUNTY. } ss.

I, J. G. Vallette, a Notary Public in and for the County and State aforesaid, do hereby certify that on this 14th day of February, 1891, personally appeared before me, James S. Peironnet, Mary Drummond, Katharine S. Adams, William Nunn, Noah E. Gary, Edward Hammett, Elliot Whipple, Wm. A. Shearson and John Quincy Adams, to me personally known to be the same persons who executed the foregoing statement, and severally acknowledged that they had executed the same for the purposes therein set forth.

[SEAL.] J. G. VALLETTE, Notary Public.

OFFICERS.

President—J. S. PEIRONNET.

Vice-President—NOAH E. GARY.

Treasurer—J. Q. ADAMS.

Secretary—E. HAMMETT.

Librarian—MISS K. S. ADAMS.

EXECUTIVE COMMITTEE.

J. S. PEIRONNET. N. E. GARY.

E. HAMMETT. J. Q ADAMS.

MISS K. S. ADAMS.

COMMITTEES.

FINANCE.

N. E. GARY. WILLIAM NUNN. J. Q. ADAMS.

LIBRARY.

W. A. SHEARSON. E. WHIPPLE. MARY DRUMMOND.

KATHARINE S. ADAMS. E. HAMMETT.

LECTURES.

E. WHIPPLE. W. A. SHEARSON.

MARY DRUMMOND. KATHARINE S. ADAMS.

BUILDING AND GROUNDS.

J. Q. ADAMS. E. HAMMETT. WILLIAM NUNN.

By-Laws.

BY-LAWS

Adams Memorial Library

ADOPTED JUNE 22nd, 1891.

Meetings of the Board.

1. Regular meetings of the Board of Trustees shall be held on the 4th Monday in May, August, November and February each year and may be held on the 4th Monday of any other month at the call of the President or any three Trustees by giving each member of the Board three days written notice of such meeting. The meeting to be held on the 23d of November in each year shall be the Annual Meeting, except the day falls on Sunday, then the meeting shall be held on the following Monday.

2. Any action taken at a meeting of the Board, however called, at which all the Trustees are present and consenting, shall be as valid as if taken at a regular meeting, providing such consent be evidenced by each member subscribing his name to the record of such meeting.

3. The annual meeting shall stand adjourned for one week after the election of officers, at which time the President shall appoint the standing committees hereinafter provided for, and at which time the Treasurer-elect shall present his bond for approval. The failure of the Treasurer to present, at such adjourned meeting, or within such further time as may be al-

lowed by the Board, an acceptable bond, shall be deemed a declination of the office, and the Board shall thereupon proceed to elect another of its members to fill the position.

Quorum and Rules of Business.

4. Five members of the Board of Trustees shall constitute a quorum for the transaction of business, except as otherwise provided in the charter or in these By-laws, but any less number may adjourn.

5. The vote upon any question before the Board shall be taken by ayes and noes upon the request of any member of the Board, and when so taken shall be entered of record.

6. The Board may, by a majority at any meeting, prescribe rules for the conduct of its proceedings, and repeal or amend such rules. In the absence of special rules, the proceedings of the Board shall be conducted according to the usual parliamentary practice, and the Manual known as Roberts' Rules of Order shall be the guide in such matters.

7. The order of business at regular meetings shall be as follows:

1. Call of roll.
2. Reading minutes of previous meeting.
3. Reading record of executive committee.
4. Communications.
5. Unfinished business.
6. Reports of standing committees.
7. Reports of special committees.
8. Reports of officers.
9. New business.

The order of business at the annual meeting shall be as follows:

1. Call of roll.

2. Reading minutes of last meeting.

3. Reports of officers and standing committees.

4. Election of officers.

5. Order of business as at other regular meetings after reading of minutes.

Any business may be taken up out of its order, or the order of business suspended, at any meeting, by a majority vote of those present.

8. All meetings of the Board shall be held in the Trustees' room of the Library at 8 o'clock, P. M., unless some other time or place is designated in the call, or ordered by the Board.

9. Two weeks' written notice shall be given by the Secretary to each member of the Board, of meetings for the election of officers or to fill vacancies in the Board of Trustees, and three days' notice shall be given in like manner of all other meetings.

10. Written notices of meetings required by these By-laws, may be given by mailing the same to each Trustee at his post-office address, or by leaving the same at his usual place of residence.

11. The executive committee shall meet at such times as it shall determine, or upon call of the President or any two members, and no formal notice of such meetings shall be required. It shall have power to conduct and manage such of the business of the Institute as is necessary to be done during the intervals between meetings of the Board.

A record of the proceedings of said Committee shall be kept, and such record shall be read at the next meeting of the Board of Trustees.

Duties of Officers.

12. The President shall preside at the meetings of the Board of Trustees, and of the Executive Committee.

He shall have the general supervision of the affairs of the Library, and shall appoint all committees unless otherwise provided, and shall take care that the By-laws, Rules and Regulations established by the Board are duly observed. He shall have such other powers, and perform such other duties as may from time to time be prescribed or conferred upon him by the Board of Trustees.

13. The Vice-President shall perform the duties, and exercise the powers of the President in case of a vacancy in the office of President, or in case of his absence or inability to act.

14. The Secretary shall keep a record of the proceedings of the Board of Trustees, and of the Executive Committee, and shall file and preserve in a suitable manner all communications, reports and papers made or presented to the Board. He shall be custodian of the Seal, and shall affix the same to such instruments of writing as shall be required by the Board of Trustees to be so attested. He shall also give notice of the meeting of the Board in accordance with these By-Laws, and perform such other duties as may be required of him by the Board.

15. The Treasurer, before entering upon the duties of his office, shall give a bond, payable to the Library with security, to be approved by the Board, in such sums as it shall direct, conditioned that he will faithfully account for all moneys, property and securities which may come into his hands as

suchTreasurer, and well and faithfully perform all the duties of his office. He shall be the custodian of all the moneys, title, papers and securities of the Library, and keep the same in such place and manner as the Board may direct. He shall deposit the moneys and securities that shall come to his hands in such bank or place of deposit as may be designated by the Board, to the credit and in the name of the Adams Memorial Library, such moneys subject to his own order as Treasurer, but such securities subject to his own order, countersigned by the President, and shall pay out such moneys only in the manner provided by the By-laws or ordered by the Board. He shall keep proper books of account, in which the different funds hereafter provided for shall be kept distinct, which book shall at all times be open to the inspection of the Finance Committee, who may give directions as to the manner in which they shall be kept. He shall make a report at the annual meeting of the receipts and disbursements by him in the preceding year, and of the financial condition of the Library.

16. The Librarian shall have charge of the library and reading rooms, and of the working force therein; also of the arrangement, classification and administration of the library, and shall have the care of the books and other property contained therein, and shall preserve order in the rooms and perform such other duties as usually pertain to the office of Librarian.

He shall make a report to the Board at the annual meeting, showing the growth and condition of the library, and giving such statistical information regarding the use of the library as is practicable, or as may be directed by the Board or the Library Committee.

Standing Committees.

17. The following standing committees, each to consist of three Trustees (except the Committee on Library, which shall consist of five Trustees,) and the Committee on Lectures and Entertainments which shall consist of four members, shall be appointed at the time hereinbefore provided:

1. A Committee on Finance.
2. A Committee on Library.
3. A Committee on Lectures and Entertainments.
4. A Committee on Building and Grounds.

Vacancies in any committee may be filled by the President as they occur.

18. The Committee on Finance shall have the general charge of the financial affairs of the Library, shall consider and put into execution means of increasing the endowment or the fund for the purchase of books or other articles required for the Library, or for defraying the expenses thereof. Such committee shall annually, or oftener in their discretion, audit the accounts of the officers, and report thereon to the Board. Such report shall be made at the annual meeting, and at the meeting next after such examination.

19. The Committee on Library shall have supervision of all matters relating to the selection, purchase, exchange and binding of books and periodicals, the sale and exchange of duplicates and of old magazines and papers not kept for binding, the arrangement, printing, sale and disposition of catalogues and finding lists, shall have general charge of all the Library rooms in the building, with full power to enforce order in said rooms, and may direct the Librarian in the discharge of his duties. It shall be the duty of the Library Committee to examine, from time to time, the books in the

Library, and to exclude from circulation, and, if deemed expedient, from the Library also, any and all books offensive to good morals, if any such shall be found in the Library.

20. The Committee on Lectures and Entertainments shall arrange for all lectures and entertainments given under the auspices of the Library, shall employ lecturers and have charge of all matters pertaining to the giving of lectures and entertainments. It may arrange for the giving of class instruction, but shall not involve the Library in any expense or liability therefor without previous authority from the Board or Executive Committee.

21. The Committee on Building and Grounds shall have charge of the building and grounds in respect to all matters not provided for and pertaining to the repair and condition thereof, and shall attend to the making of all ordinary repairs and to the purchasing of supplies for the lighting and heating of the building.

22. All the standing committees shall make a report to the Board at the Annual Meeting respecting the various matters under their charge and supervision, showing in a general way the condition of their respective departments, and their operations therein during the preceding year, and accompany such reports with any recommendations which, in their opinion, should be brought to the attention of the Board.

23. Each of the standing committees shall keep a record of its acts and doings, in which shall be entered brief minutes of such things as may be deemed convenient for reference, or necessary for the information of future committees. All Rules and Regulations established by any such committee shall be entered on such record, but otherwise each committee shall be the judge of the matters which should be entered therein.

Library and Reading Rooms.

24. Every orderly person of the age of twelve years, or upward, and residing in the City of Wheaton, and such other persons as shall be designated by the Board of Trustees, shall be entitled to the free use of the Reference Library, and of the Reading Room. Every such person may obtain the privileges of the Circulating Library upon the following conditions:

1. By making and filing with the Librarian a certificate as follows:

No. ..... WHEATON, ILL., ... 189..

I, a resident of Wheaton, ~~over 12 years of age,~~ hereby apply for the right to use the Circulating Department of the Adams Memorial Library, promising to obey all its rules, to pay for whatever damage any book may suffer while in my possession, and to give immediate notice at the Library of any change of Residence.

Name .....
[Forename or both Initials.]

Residence .....

2. By giving security to the Library, satisfactory to the Library Committee in the following form:

a resident & tax payer of Wheaton

WHEATON,.....18....

I agree to make good to the Adams' Memorial Library any loss or injury it may sustain ~~within two years from date~~ through the use of its Circulating Library by....., residing at....., or by reason of any failure on.....part to comply with the by-laws and regulations pertaining to the Library.

.....

Reg. No.....Card issued.....

Or by depositing with the Librarian the sum of three dollars, and in special cases such further sum as the value of the book asked for may in the judgment of that officer require. A receipt shall be given for such deposit, and the same shall be returned upon the surrender of the card issued thereon, less any claim for fines, or loss or damage to books.

25. Each person entitled to draw books from the Library shall be supplied with a card of such form as the Committee on Library may prescribe, on which one book at a time may be drawn. Lost cards may be replaced in such manner as the Library Committee may direct.

26. Books may be retained for two weeks, and once renewed ~~upon presentation of book and card~~ for a like period. But the Library Committee may designate books which shall only be retained for one week, and shall not be renewable, and no books in the Reference Department be taken out.

27. Any person failing to return a book within the time above required shall pay a penalty of three cents a day for every day the same is retained beyond the time allowed, and no other book shall be delivered to the delinquent party until the fine is paid.

28. After a book has been over due one week, notice shall be sent to the borrower by mail, and after two weeks to the

guarantor of such borrower, and after being thirty days over due it shall be deemed lost, and the borrower and his or her guarantor shall be liable for the value thereof, or of the set to which it belongs, at the option of the Library Committee, and also for the accrued penalty.

29. Cards issued upon householder's certificates shall be canceled by the Library Committee whenever the householder upon whose certificate they are issued ceases to be a householder, or resident of Wheaton, and may be canceled at the designation of the Library Committee for any violation of rules or other sufficient cause. Cards issued upon a guaranty, or to non-residents, may be canceled at the discretion of the Library Committee. Any person responsible for a card issued to another may terminate his liability as to the future by surrendering the card.

30. The Library committee may establish such further rules and regulations touching the use of books and periodicals, and of the Library and Reading Rooms, and as to the administration of the Library as they may deem expedient, and may change the same at pleasure.

Finances.

31. No committee, agent or officer of this Board shall be allowed to make any expenditures of money, or any contract involving the payment of money, unless the same be first authorized by the Board of Trustees, or by the Executive Committee, except as otherwise provided in the case of standing committees; and no standing committee shall incur any liability or expense exceeding the sum of fifty dollars without first obtaining the order of the Board or Executive

Committee, unless such liability or expense shall be for the heating or lighting of the building, or provide for lectures and entertainments.

32. No money shall be paid out except upon the order of the Board or Executive Committee, and a warrant drawn upon the Treasurer, signed by the Secretary and countersigned by the President, specifying the fund upon which it is drawn. But warrants upon the Treasurer for the monthly installments of the salary of all employees may be issued without a special order therefor. The Secretary shall make a report at each regular meeting of the Board of all warrants since the previous regular meeting.

Funds.

33. The income derived from the present endowment, and all moneys or property contributed or donated to, or received by the Library, and not impressed with any trust or direction, shall, except as otherwise directed by the Board, constitute a fund to be termed the general fund.

All moneys or property raised or donated for a particular purpose shall constitute a special fund, and shall be used only for the purpose specified. Until the further order of the Board, there shall be established the following funds: a book fund, and a lecture fund. All moneys or property contributed for the purchase of books or periodicals, and all moneys received for fines for over-due books, or collected for injury to or loss of books, and due for the use of the Library from non-

residents, shall be credited to the book fund. All moneys collected by or through the agency of the Lecture Committee, shall be credited to the lecture fund. Moneys may be transferred and re-transferred from one fund to another, at the pleasure of the Board, except that moneys donated for a particular purpose shall not be diverted to any other object.

Hours.

34. The Library shall be open on Wednesday and Saturday from 2 P. M. to 6 P. M., and from 7 P. M. to 10 P. M.

Seal.

35. The Seal of the corporation shall be in the following form:

which shall be used in the execution, by the Adams' Memorial Library, of all Deeds, Contracts or papers requiring a Seal for their validity, and any such Deed, Contract or paper authorized by the Board shall be deemed to be lawfully executed by this corporation when it shall be signed by the President or Vice-President, and when the said Seal shall have been stamped thereon and attested by the Secretary.

Amendments.

36. These By-laws may be altered, amended or superseded by others, in the following manner: The proposed change shall be submitted and read at a regular meeting of the Board, and action thereon may be taken at the next or some subsequent regular meeting; provided, that such meeting shall be held in less than two weeks, nor without giving at least one week's written notice to each member of the Board, specifying the nature and substance of the proposed change; provided, that any amendment, alteration or revision of the By-laws may be made at any regular meeting by the concurrent vote of six members of the Board without any previous notice or submission.

Library Rules.

Rules Relating to the Use of the Rooms and the Books.

1. New books will be placed on the table in the Reference Library for one week before being placed upon the shelves or put into circulation.

2. Periodicals must not be taken from the rooms in which they are found, and when used should be returned to their proper positions on the tables.

3. The books of the Reference Library must not be taken from the Reference Library Room, and, after using, should in all cases be returned to their proper places on the shelves.

4. Books from either the Circulating or Reference Library may be taken for temporary use in other parts of the building by permission of the Librarian in charge, and on giving a receipt therefor.

5. The books of the Circulating Library may be had for use in the reference room, upon application to the Librarian or his assistant, and giving a receipt for the same.

6. Any person drawing books under either of the foregoing rules will be held responsible for the prompt return of the same.

7. The reception room is intended for conversation, and

the public are invited to make it a place of meeting and exchange of thought as may suit their convenience.

8. Conversation is prohibited in the Reference Library and Reading Room, and any conduct calculated to disturb the quiet of the rooms to attract attention must be avoided.

9. Loud talking, laughing and other noisy demonstrations in the reception room, or other parts of the building are strictly prohibited.

10. Smoking will not be permitted in any part of the building.

11. Children under twelve years of age are not permitted in the building unless accompanied by adults, or when sent by those having cards for the purpose of drawing books.

12. Any flagrant violation of the Rules or By-laws, or the commission of any gross impropriety in the building will subject the offender to exclusion from the privileges of the Library in the discretion of the Library Committee.

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